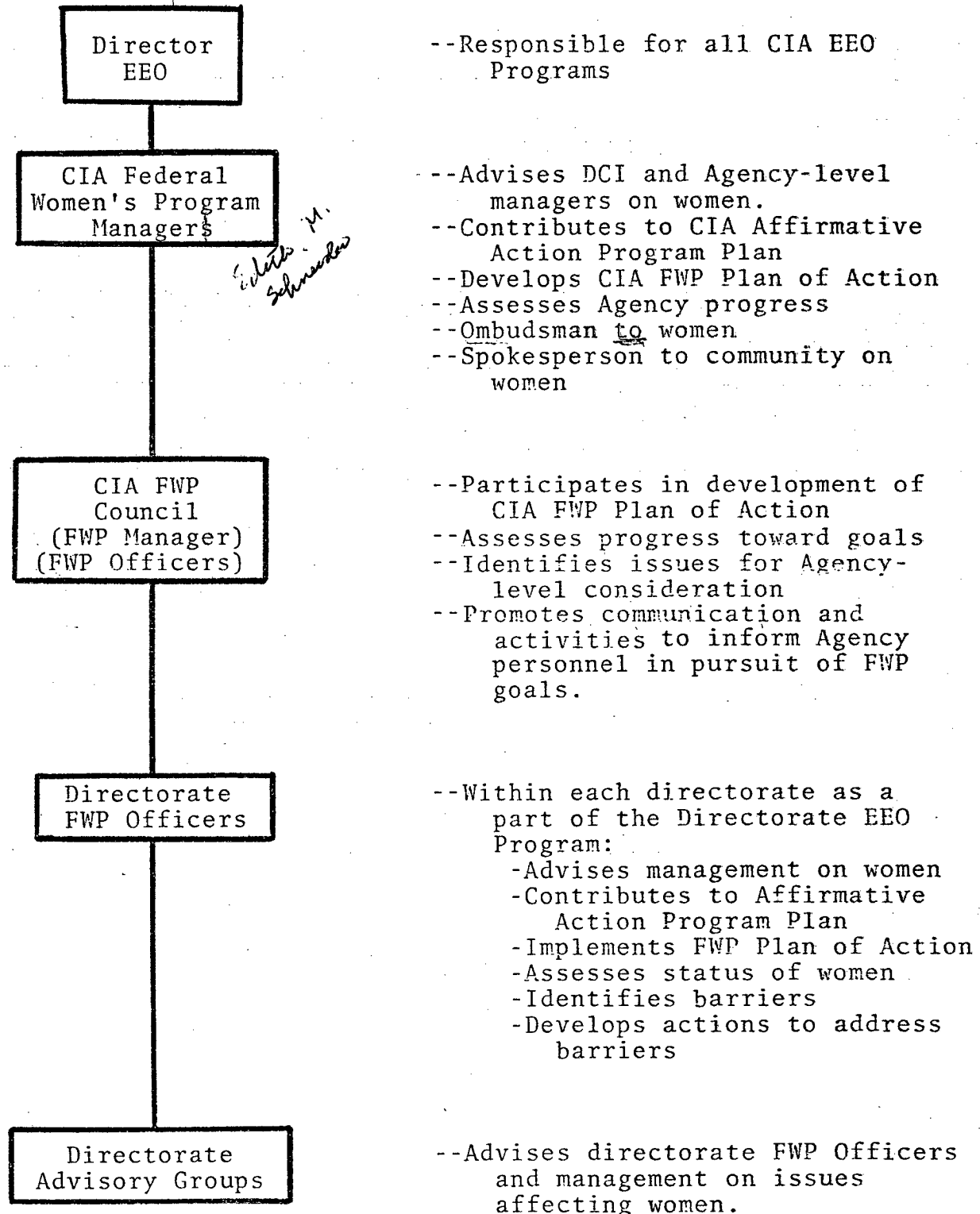
**DRAFT**THE CIA FEDERAL WOMEN'S PROGRAM**DRAFT**

## Proposed Revision of FBP Board Member Selection PROCEDURES

### 1. MEMBERSHIP

Each directorate names three representatives to the Federal Women's Program Board (FWPB). In order to achieve a balanced representation of the directorate, members should come from different offices and grade levels. *and career ladders -* *clerical*

The term will be two years and will begin when the vacancy is filled. If a board member should resign, the ~~replacement~~ *alternate* will serve the time remaining of the original term. At the end of this term, the replacement will be eligible to seek another term, following regular vacancy procedures.

### 2. VACANCIES

The Board Chairman will notify the Directorate FWPB members and the FWP officer two months before expiration of terms. The FWP officer will circulate a vacancy notice to the entire directorate. The call for nominations should make it clear that:

- a. Membership of the FWPB is an official Agency responsibility (cite charter)
- b. Members are expected to devote a certain amount of working time to Board activities and their official duties (up to 20%).
- c. Members must be willing to spend some of their own time on Board activities when necessary.
- d. Candidates should have a genuine interest in promoting equality of opportunity for women and skills or experience to permit them to contribute constructively to the Board's activities.
- e. All interested persons, male or female and all grade levels, are encouraged to apply.
- f. Members serve a term of two years.\*

All FWPB members and the directorate FWP Officer should encourage the working group to play an active role in the selection process by suggesting candidates for consideration and by approaching good prospects and encouraging them to apply.

### 3. SELECTION

Directorate Board members will interview candidates and make their selection. If the directorate wishes, it may screen applicants before the selection is made. The selection, however, rests with the members of the Board from the directorate. In coordination with the FWP officer, the Board members will forward the name of their selection to the Deputy Director.

\* These points should be included in the selection notification (next page)

The Board will notify the ~~FPM~~ officer of its selection; the FWP officer will then notify the Deputy Director and ensure that that DD forwards an official memorandum to the Federal Women's PROGRAM Board Chairman and that information copies are sent to the FWPB Manager and the person's supervisor. The memorandum will contain the six points outlined above under "Vacancy." (\*)

An alternate will be selected from each directorate, in addition to three members from each directorate. The alternate is expected to attend all board meetings as a non-voting member, and in the event one of the board members is absent, will step in as a voting member for that meeting. The alternate will be chosen exactly as the board members are; it is expected that the alternate will also be available to fill untimely resignations of board members. (The alternate may, of course, remain the alternate and ask the board to choose a new member. In the meantime, the alternate would enable the board business to continue.)

It is also hoped that, from time to time, persons whose wisdom and experience are valuable to the board will be asked to remain as ex-officio non-voting members. Concurrence of the board is required. ←

#### 4. RESIGNATION

A board member who resigns before the expiration of the term will notify the Chairman of the Board and the other board members of the directorate. Her resignation will be submitted in writing and will be forwarded to the FWP officer of the directorate and the FWP Manager. A replacement will then be selected by the directorate as outlined above. *non attendance 3 Unexcused*  
*is con*

#### 5. RECOGNITION

A letter of appreciation for Board service will be sent by the Chairman of the FWPB through the directorate. It is expected that the Deputy Director will sign it. It will then be placed in the retiring member's file.